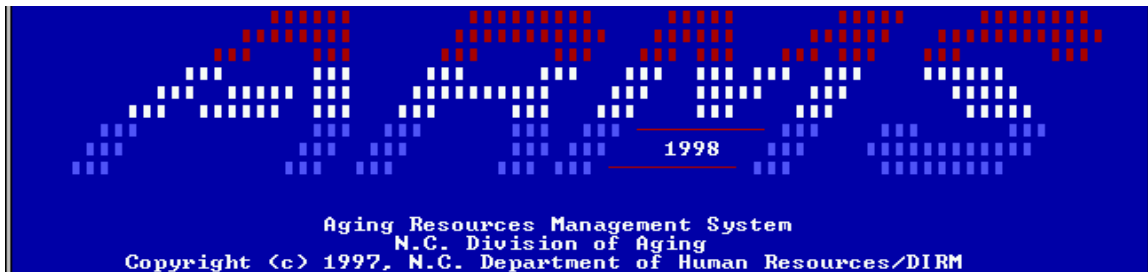


DEPARTMENT OF HUMAN RESOURCES
DIVISION OF INFORMATION RESOURCE MANAGEMENT
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AGING RESOURCES MANAGEMENT SYSTEM



USER MANUAL UPDATE (REGIONAL EXPENDITURES)

VERSION 3.5
NOVEMBER, 1997

The following is an update to the *Aging Resources Management System (ARMS)* User Manual. The instructions to follow will describe the new procedures required to enter *Regional Expenditures*.

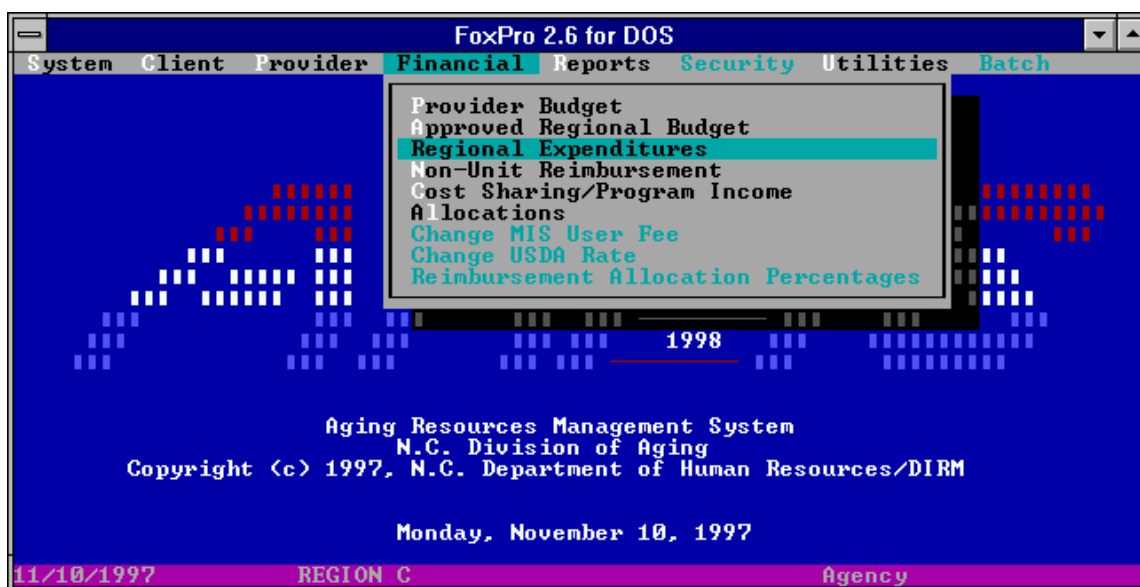


Figure 1

In the past, *Regional Expenditures* were being entered on a “Current Month” basis. With the latest update to *ARMS*, this has changed to a “Year-to-Date” basis. For example, if in July **and** August, the amount for “Salaries” was \$10.00, you would enter \$10.00 for the month of July and **\$20.00** for the month of August. (In the past, you would have entered \$10.00 for BOTH months.) “Current Month” amounts are calculated automatically on the ZG060 report.

The following is a description of the screens and procedures you will now see when entering *Regional Expenditures*. From the Main Menu, select *Regional Expenditures* (See Figure 1).

FY	Region	Report Period	Type of Op.	Salaries	Fringe	Travel	Adm_Sup	E
1998	C	07	1	10	10	10	10	
1998	C	07	2	20	20	20	20	
1998	C	07	3	30	30	30	30	
1998	C	07	4	40	40	40	40	
1998	C	08	1	50	50	50	50	
1998	C	08	2	60	60	60	60	
1998	C	08	3	70	70	70	70	
1998	C	08	4	80	80	80	80	
1998	C	10	1	90	90	90	90	
1998	C	10	2	100	100	100	100	

Figure 2

Similar to other screens in ARMS, an initial browse screen is displayed and records are sorted by FY/Region/ Report Period/Type of Operation (See Figure 2). Options at this point are *Return to Menu* (Esc), *Search* (F2), *Add* (F4), *Edit* (F5), and *Delete* (F6). Movement in this screen is handled by your “up-and-down” arrow keys.

REGIONAL EXPENDITURES

Fiscal Year: 1998 Region: C Month: 07 Type Operation: 1

Salaries:	10	Pgm Inc Enhnc:	10
Fringe:	10	Overmatch Rec:	10
Travel:	10		
Adm Sup Costs:	10	Total:	40
Equipment:	10		
Indirect:	10		

Date of Last Update: 08/11/1997
By: REGION C

<Ctrl-W> = Save
<Esc> = Return to Menu

11/10/1997
REGION C
Agency

Figure 3

If you choose to *Edit* (F5) a record, you are shown the data for that particular record (See Figure 3). Notice in this example that all the fields are **disabled** (shown in red). You are allowed to *view* data from prior months, but you are prohibited from changing any information. You are only allowed to change/edit information regarding **current month data**. When a record is shown to you in a **disabled** state, it is referred to as **COMPLETED**. A record is automatically marked as **COMPLETED** after the corresponding Monthly Batch Run. For example, when the Monthly Batch Run for November (October units) has completed, all records **prior to and including** October are marked as **COMPLETED**. From that point until the next Batch Run in December, only records concerning November can be added or modified.

REGIONAL EXPENDITURES

Fiscal Year: 1998 Region: C Month: 10 Type Operation: 1

Salaries:	90	Pgm Inc Enhnc:	90
Fringe:	90	Overmatch Rec:	90
Travel:	90		
Adm Sup Costs:	90	Total:	360
Equipment:	90		
Indirect:	90		

Date of Last Update: 11/06/1997
By: REGION C

<Ctrl-W> = Save
<Esc> = Return to Menu

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Figure 4

If you choose to *Edit (F5)* a record for the current month, you are shown the data for that particular record (See Figure 4) and are given the ability to change/edit. As in other screens, once you've made the necessary changes, the record can be saved by pressing <CTRL-W>.

REGIONAL EXPENDITURES

Fiscal Year: Region: Month: Type Operation:

Salaries:	<input type="text" value="0"/>	Pgm Inc Enhnc:	<input type="text" value="0"/>
Fringe:	<input type="text" value="0"/>	Overmatch Rec:	<input type="text" value="0"/>
Travel:	<input type="text" value="0"/>		
Adm Sup Costs:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>
Equipment:	<input type="text" value="0"/>		
Indirect:	<input type="text" value="0"/>		

Date of Last Update:
By:

<Ctrl-W> = Save
<Esc> = Return to Menu

11/10/1997 REGION C Agency

Figure 5

If you choose to *Add (F4)* a record from the initial browse screen, a blank record will appear and data for the current month can be entered (See Figure 5).

Regional Expenditures

FY	Region	Report Period	Type of Op.	Salaries	Fringe	Travel	Adm_Sup	E
1998	C	07	1	10	10	10	10	10
1998	C	07		20		20		20
1998	C	07		30		30		30
1998	C	07		40		40		40
1998	C	08		50		50		50
1998	C	08		60		60		60
1998	C	08		70		70		70
1998	C	08		80		80		80
1998	C	10		90		90		90
1998	C	10		100		100		100

Search For...

Key	Search Value
Fiscal Year	= 1998
Region	= C
Month	= 10
Type of Op.	= F

< Search > < Cancel >

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Figure 6

To search for a particular record, choose *Search (F2)* from the initial browse screen (See Figure 6). A screen will appear allowing you to enter one or more criteria as it pertains to the record in question. If a record matches your criteria, your cursor will be placed on that record in the browse screen. If a record cannot be found that matches your criteria, a message will be displayed informing you of such.

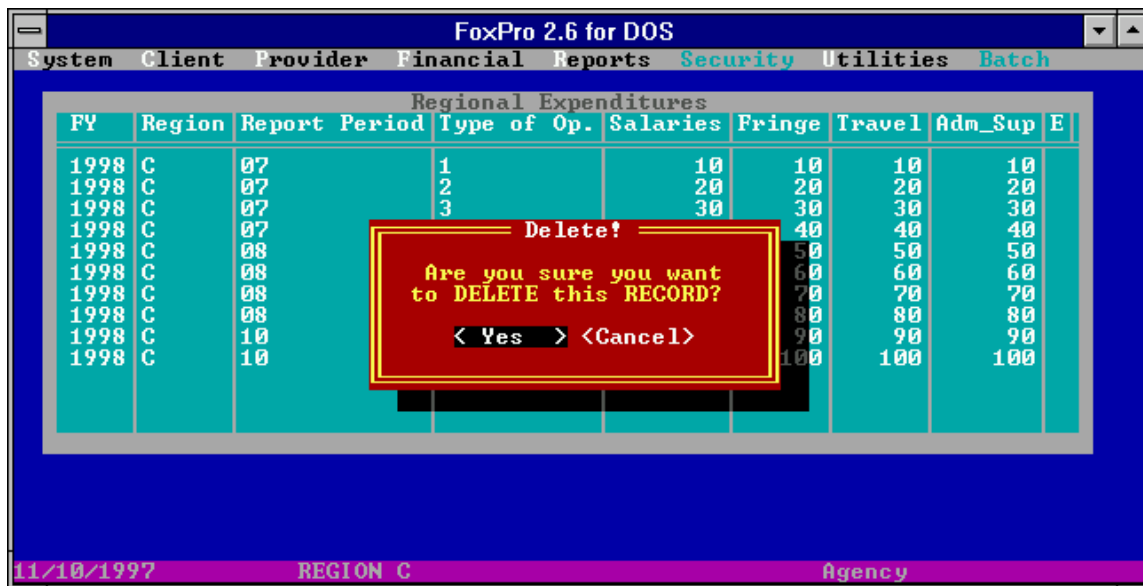


Figure 7

If the need arises to delete an existing record, position your cursor over the record to delete and press *Delete* (F6) from the initial browse screen. A message is then displayed requesting confirmation (See Figure 7).

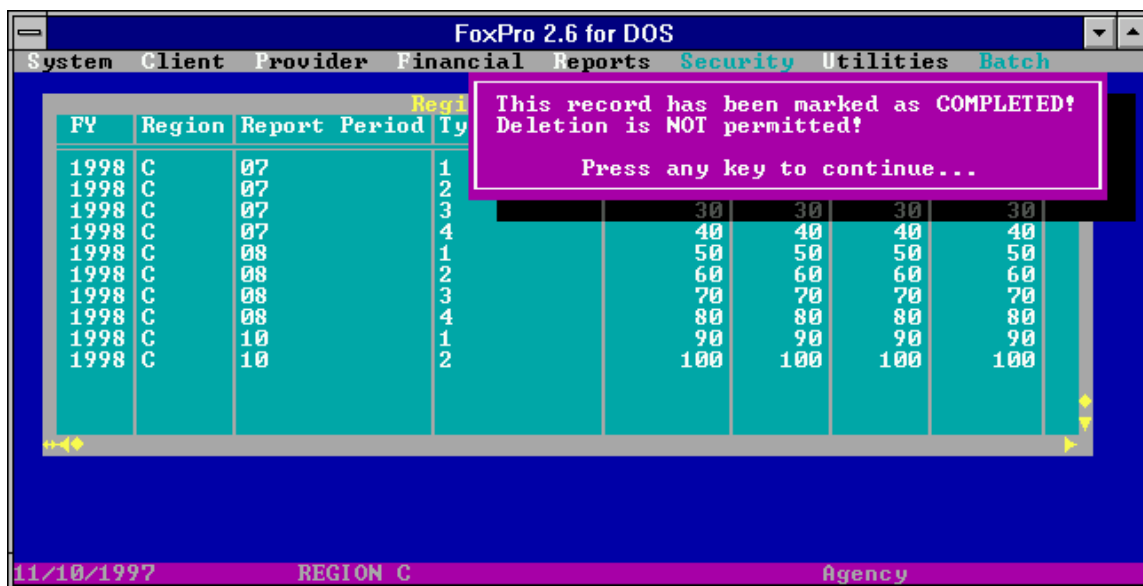


Figure 8

If you choose to delete a record that has been marked as **COMPLETED**, a message is displayed informing you that this is prohibited (See Figure 8).